





User Reference Guide

Well Management

Module 3
Submit Well Summary

Table of Contents

C	OURSE OVERVIEW	. 3
	Course Description	3
1	SUBMIT WELL SUMMARY	. 4
_		
	1.1 SUBMIT WELL SUMMARY	4
	1.1.1 Key Points	29

COURSE OVERVIEW

Course Description

The Well Summary online form is used by External Users and Internal Users (submitting on behalf of External Users) to enter well details of the work accomplished after completion of one of the following:

- Drill New well
- Rework an existing well
- Redrill an existing well
- After abandoning well

Process Flow

The end-to-end business process for Well Summary covers the following:

- Submitting Well Summary
- Updating Well Information

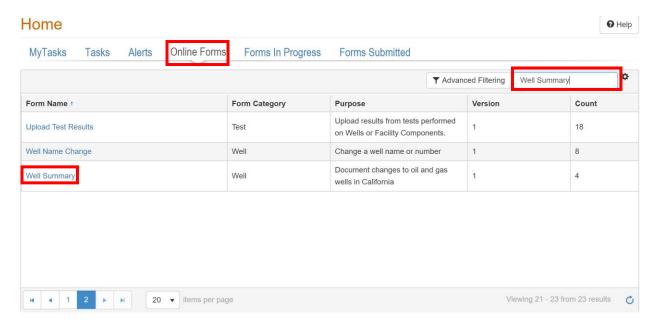
1 SUBMIT WELL SUMMARY

In this lesson you will learn how to submit a Well Summary form.

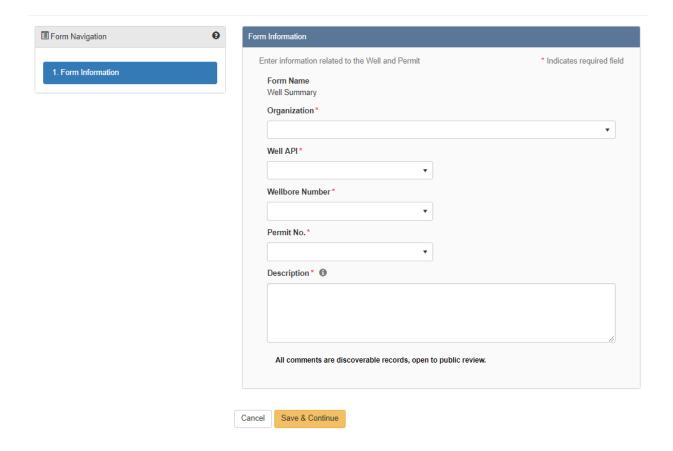
Lesson Objectives:

- Submit Well Summary
- •

1.1 Submit Well Summary

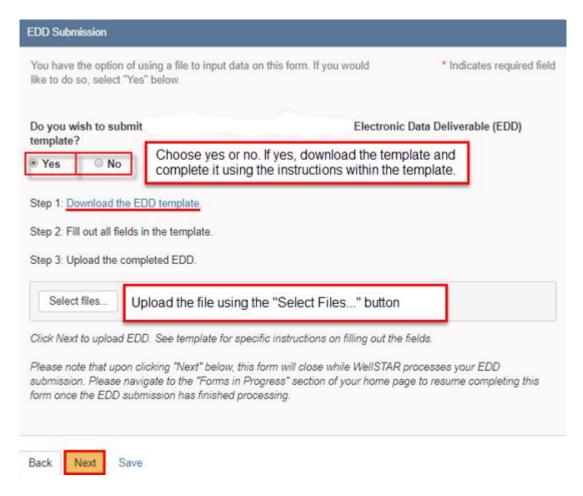


Step	Action	Required Fields
1.	From the Home screen, select Online Forms.	
2.	In the search bar on the right, type in "Well Summary".	
3.	Click on the blue hyperlink labeled Well Summary.	



Section 1. Form Information

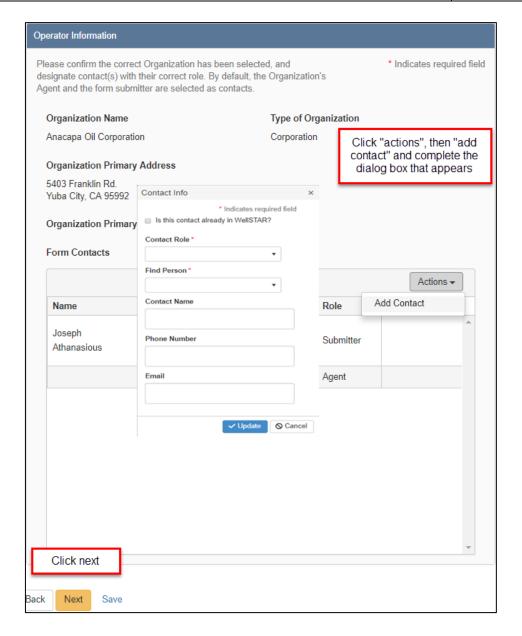
Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Well	Organization
	Summary. Start by typing in the Organization Name and search for	
	the correct organization for the dropdown.	
2.	Type in the API No. for the well or search for the API No. from	API
	clicking on the right side of the search bar.	
3.	Type in the Permit No . for the well or search for the correct Permit	Permit No.
	No. from clicking on the right side of the search bar.	
4.	Enter in a Description for this Well Summary	Description
	NOTE: It is recommended to enter "Well Name" in	
	Description so that this information can also be used to	
	locate the form. Ex: Lake View 2	
5.	Click "Next".	



Section 2. EDD Submission

Step	Action	Required Fields
1.	Select whether you will submit using the Electronic Data	
	Deliverable (EDD) template or continue with submission of data	
	using the online form. If no is selected, move to next step.	
2.	If using EDD, select Yes .	
3.	Download the EDD template using the blue hyperlink.	
4.	Fill out the required fields within the excel EDD template.	

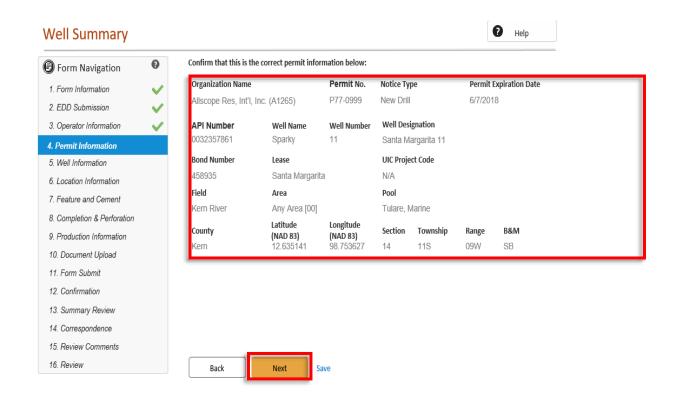
5.	Click the "Select files" button.	
6.	Locate and select the file from the "Open" window.	
7.	Click "Open".	
8.	Click "Next" . Next	



Section 3. Operator Information

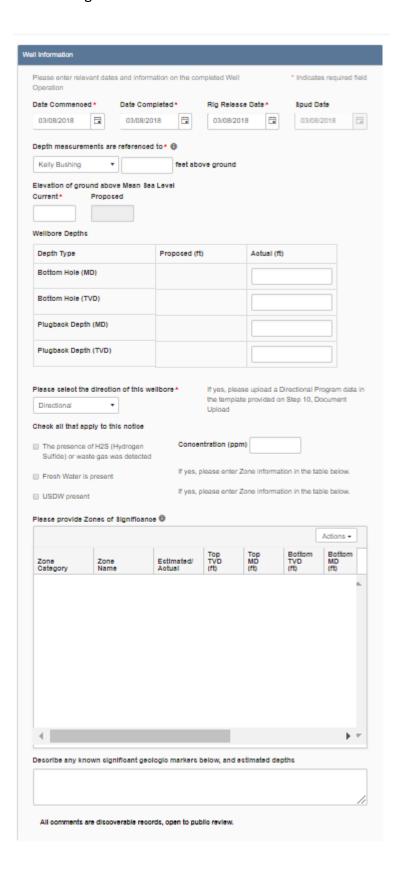
Step	Action	Required Fields
1.	Review organization details for correctness.	
	Note: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click "Actions".	

4.	Click "Add Contact".	
5.	Complete contact info dialogue box that appears.	
6.	Click blue "Update" button.	
7.	Click "Next".	



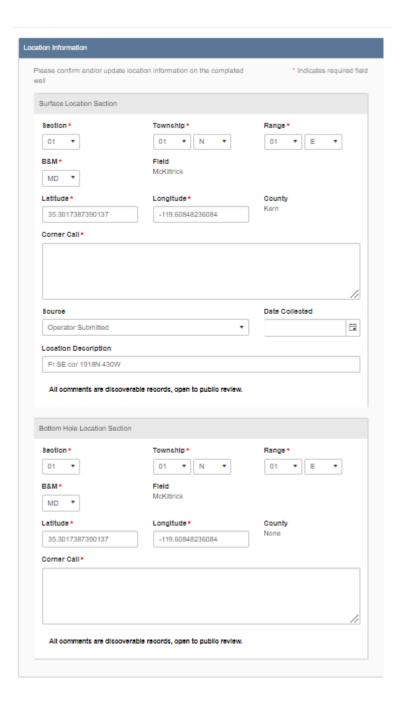
Section 4. Permit Information

Step	Action	Required Fields
1.	All information on this page is read-only. Review all information	
	for completeness and accuracy.	
2.	Click "Next".	



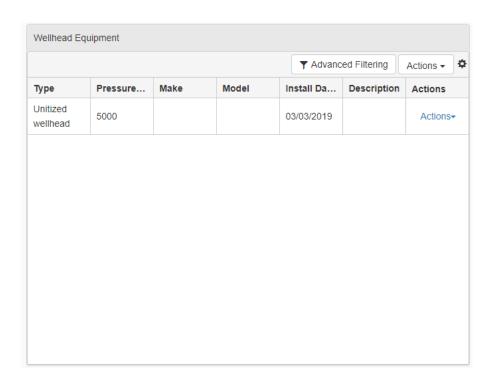
Section 5. Well Information

Step	Action	Required Fields
1.	Input Commence Operation Date, Completed Operation Date, Rig	
	Release Date.	
	Note: All Grayed-out fields are read-only. These fields were	
	entered when the NOI was created.	
2.	Use the drop-down menu to select the reference depth (i.e. Kelly	Depth Datum,
	Bushing, Ground Level, Derrick Floor). Input how many Feet	Elevation of
	above ground that reference depth is.	depth datum
3.	Input the elevation of ground above Mean Sea Level.	
4.	Input Bottom Hole (MD), Bottom Hole (TVD), Plugback Depth	Bottom Hole
	(MD), Plugback Depth (TVD) if applicable in the corresponding	
	Actual Field tabs.	
	Note: All Grayed-out fields are read-only. These fields were	
	entered when the NOI was created.	
5.	Select the direction of this wellbore if Vertical , Horizontal ,	Direction of this
	Directional.	wellbore
6.	Select the box if any of the following apply:	
	 If H2S was detected, click the box labeled "Presence of 	
	H2S" and input the concentration (in ppm) in the box to	
	the right	
	 If BFW or USDW was detected, click the box labeled "Base 	
	of Fresh Water" or "USDW" And input the zone information	
	in the table below	
7.	Provide any Zones of Significance in the table by inputting Zone	Zone Category
	Category, Zone Name, if the zone depth is Estimated/Actual, Top	
	and Bottom TVD (ft) and MD (ft), Formation Pressure (PSI), If	
	there is Oil/Gas Shows, and Encountered while drilled.	
	Note: Zones of Significance is required if BFW, USDW or	
_	H2S is selected in the previous step.	
8.	Click "Next".	



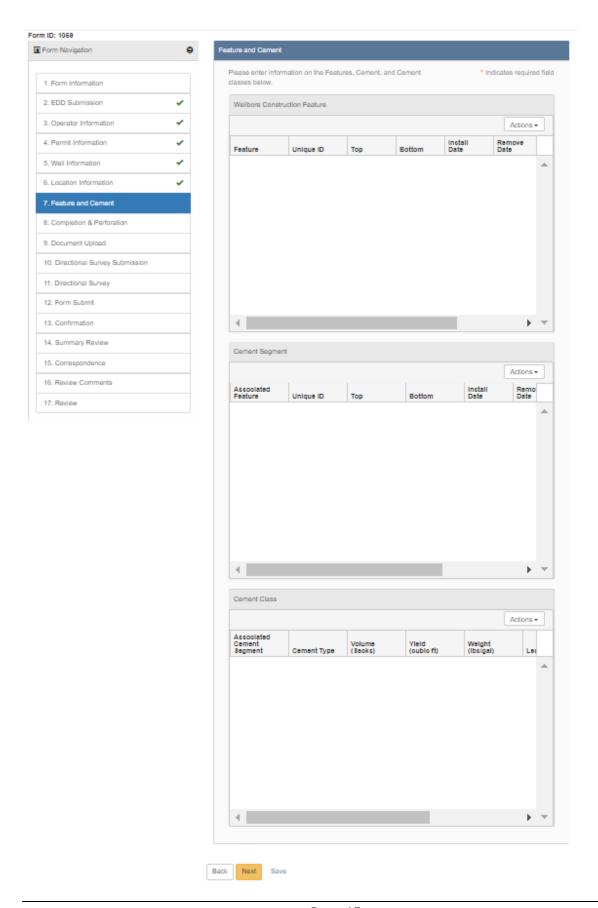
Section 6. Location Information

Step	Action	Required Fields
1.	Input the following data into the As Drill Surface Location	Section,
	Information:	Township,
	 Section, Township, Range, B&M 	Range, B&M,
	 Latitude and Longitude (NAD 83) 	Latitude and
	Corner Call	Longitude,
	 Source (i.e. GPS, HUD) and the Date Collected 	Corner Call,
	 Location Description (if Applicable) 	Source, Date
		Collected
2.	Input the following data into the As Drilled Bottom Hole Location	Section,
	Information:	Township,
	 Section, Township, Range, B&M 	Range, B&M,
	 Latitude and Longitude (NAD 83) 	Latitude and
	Corner Call	Longitude,
		Corner Call,
3.	Click "Next".	

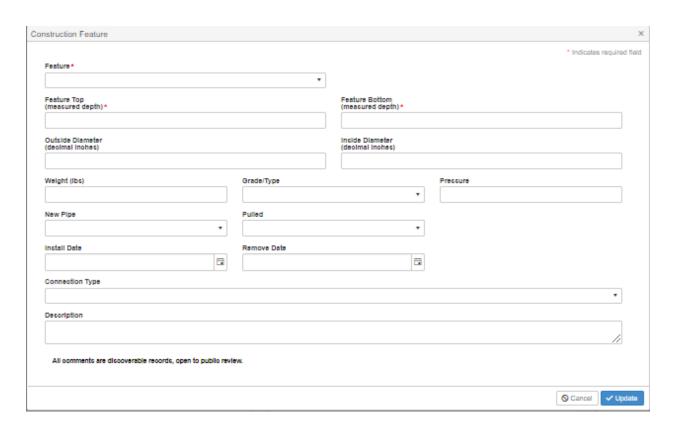


Section 7. Features and Cement

Step	Action	Required Fields
1.	Click the Actions button and input all pertinent Wellhead	Equipment Type,
	Equipment by clicking "Add Equipment"	Pressure Rating
2.	Click "Save". Save	
3.	Click "Next" . Next	



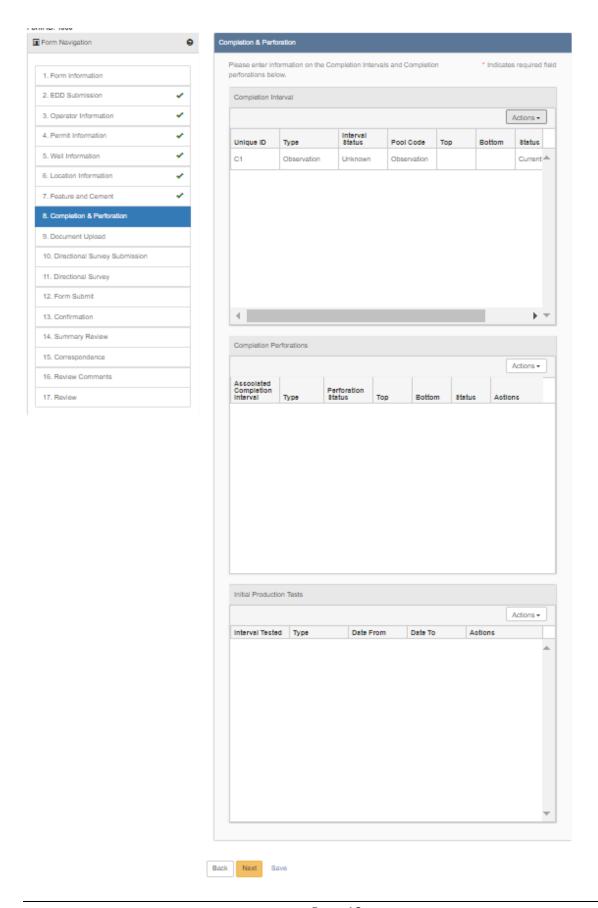
Page 15



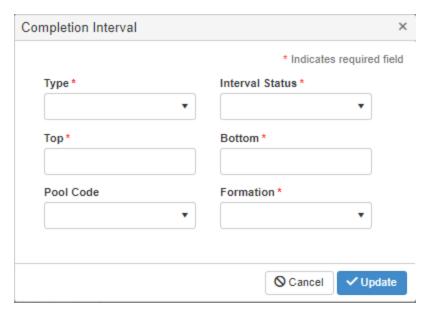
ment Segment				×
			*1	ndicates required field
Associated Feature *				
	•			
Inside/Outside Casing?*				
made outside outsing.	•			
Top *		Bottom *		
Volume (Sacks)		Yield (cubic ft)		
Verify Method		Competing Company		
Verify Method	•	Cementing Company		
	•			
Install Date		Remove Date		
Cement ID	Job Type			
	1	•		
Description				
			0.0	Cancel V Update
				▼ Opdate
ent Class				
				* Indicates requi
ssociated Cement Segment*		Cement Type * ▼		·
ompressive Strength	Volume (Sacks)*		Yield (cubic ft)	
/eight (lbs/gal)	Slurry Consistency (E	Bu)	Lead/Tail	
				•
escription				
escription				
escription All comments are discoverable records, open to pu	blic review.			

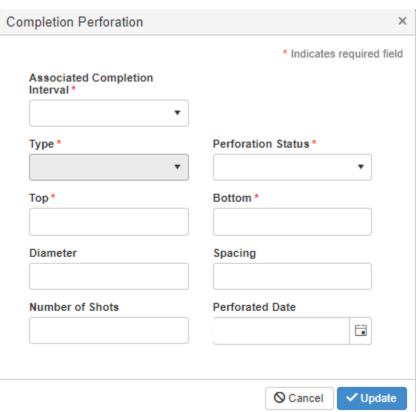
Section 8. Features and Cement

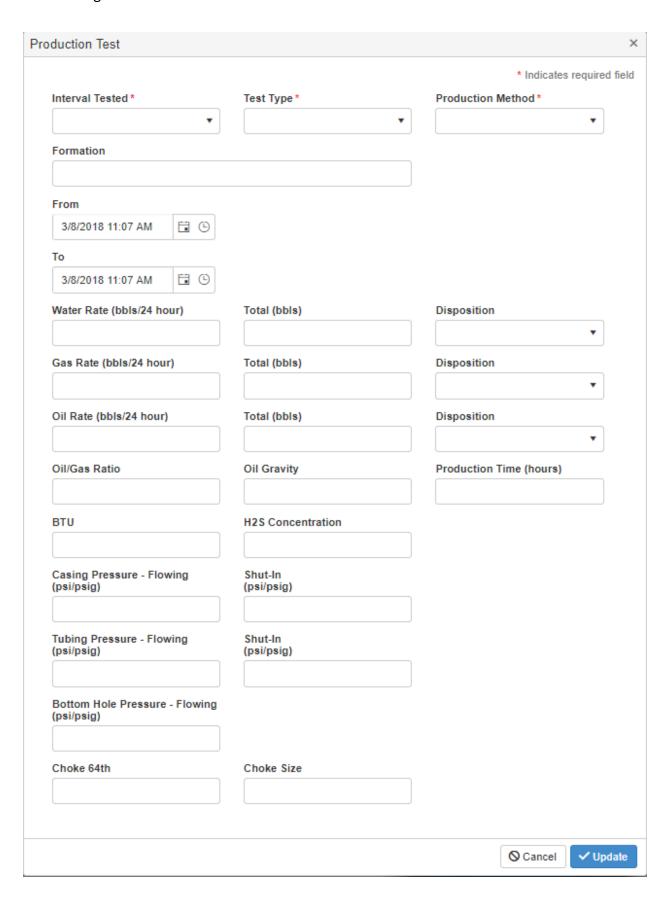
Step	Action	Required Fields
4.	Input all pertinent Wellbore Construction Feature Record by	Feature, Feature
	clicking "Add Feature Record"	Top, Feature
		Bottom
5.	Click "Save". Save	
6.	Input all pertinent Cement Interval by clicking "Add Cement	Cement Feature,
	Segment"	Top, Bottom,
7.	Click "Save". Save	
8.	Input all pertinent Cement Class by clicking "Add Cement Class".	Cement Type,
		Sacks,
9.	Click "Next".	



Page 19

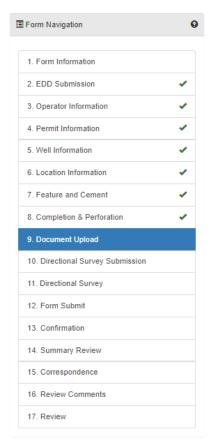


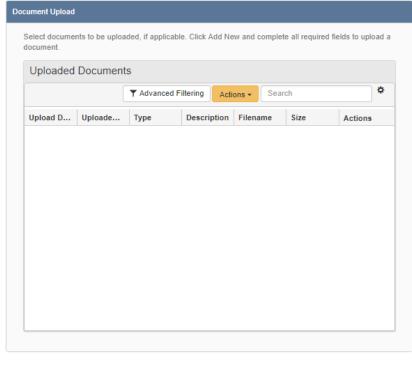




Section 9. Completion and Perforation

Step	Action	Required Fields
1.	Input all pertinent Completion Interval details by clicking "Add	Type, Interval
	Completion Interval".	Status, Top,
		Bottom, Pool
		Code, Formation
2.	Click "Save".	
3.	Input all pertinent Completion Perforation details by clicking "Add	Associated
	Perforation Record".	Completion
		Interval
		Perforation
		Type,
		Perforation
		Status, Top,
		Bottom
4.	Click "Save".	
5.	Once all Completion and Perforatoin information is adding, Click "Next".	

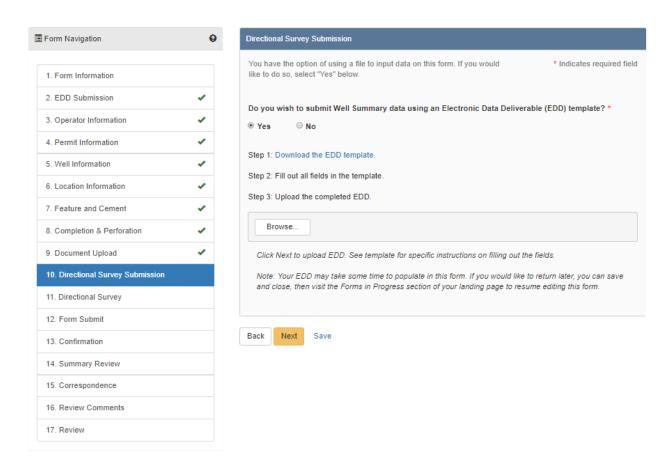




Back Next Save

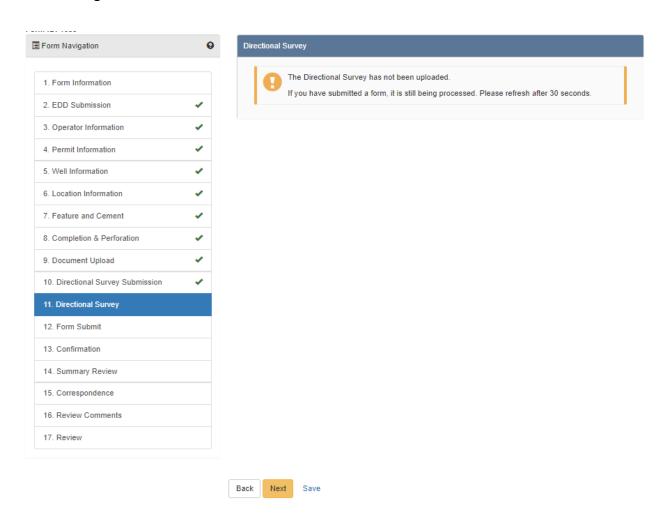
Section 10. Document Upload

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the well summary.	72 22 200
	This can include:	
	 Correspondence 	
	Casing Program	
	CEQA Document	
	Confidentiality Request Letter	
	Waste Management Program	
	 Environmental Monitoring 	
	• Map	
	 Mineral Lease Description 	
	Mineral Lease Map	
	 Local Agency Permit 	
	 Photo 	
	Spacing Plan	
	Supporting Document	
	Well Evaluation	
	Well Log	
	Wellbore Diagram	
	State Agency Permit	
	 Air Quality Management Plan 	
	Federal Permit	
2.	1 1 1 1	
3.	р - р - р - р - р - р - р - р -	Title, Relevant
	browse, search for the correct file and click upload .	Date,
		Description
	Select Upload to upload the form to WellSTAR.	
5.	Select "Next". Next	



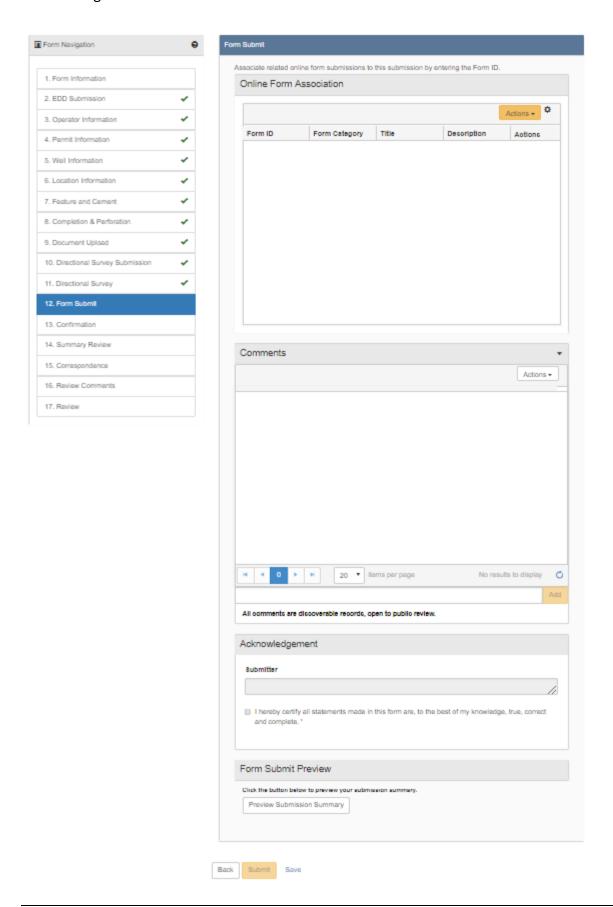
Section 11. Directional Survey Submission

Step	Action	Required Fields
1.	If a Review Comment is needed, type your comment in the	
	comment field and click the icon labeled Add Comment.	
2.	Click "Next".	



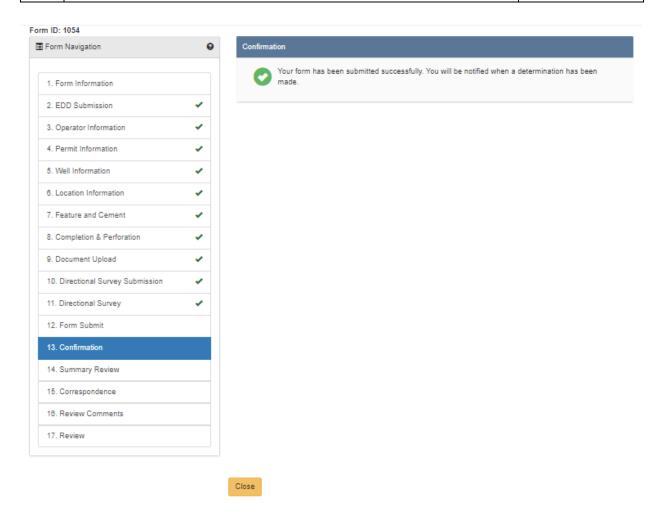
Section 12. Directional Survey

Step	Action	Required Fields
1.	Preview the Submission	
2.	Click "Next". Next	



Section 13. Form Submit

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . This creates a	
	popup. Type in the formID or name and click "Save".	
2.	If any comments pertaining to the submittal is needed, type in the	
	comment and click Add Comment.	
3.	When ready to acknowledge, click the box label "I herbey	
	certify". This autopopulates the user's name who is filling out	
	the form.	
4.	Click the button "Preview Submission Summary" to generate the	
	submission.	
5.	When satisfied with the submission, click "Submit".	



Section 14. Confirmation

Step	Action	Required Fields
1.	No action needed.	
	NOTE: The Well Summary Form is submitted and goes through an	
	internal review process. Well Summary Review Task is created per	
	district.	

1.1.1 Key Points

- External/Internal user submit Well Summary online form
- WellSTAR creates tasks for the internal user to complete
- WellSTAR runs batch job to check for due dates of tests that are indicated on the Well Summary form. It sends an email to operators to remind them of upcoming tests.
- Well Summary online form is used by external users to <u>update</u> well details If they want to make correction to initial form.
- Internal users can update well details based on site inspections, such as mark a well as hazardous, orphan, or critical.
- Internal Users can correct well detail information by using the Well Summary Form

Well Management Module 3	